



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INSURANCE RATE ANALYST

\$3,247 - \$5,029

**RATE REGULATION BRANCH - RATE FILING BUREAU (LA3)
LOS ANGELES**

RESPONSIBILITIES:

Under the supervision of the Bureau Chief, the incumbent learns to prepare less difficult analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to the following: review and analyze less difficult rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; in coordination with team leader, effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and other related duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to learn mathematical algorithms and statistical methods and procedures.
- Ability to analyze technical issues.
- Ability to communicate effectively, both oral and written.
- Ability to develop effective working relationships with all levels of staff.
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Rate Analyst level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classifications. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

7/23/15

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "INSURANCE RATE ANALYST, PSN # 413-328-4441-xxx" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Lynda Harris at (916) 492-3316.

FINAL FILING DATE: August 15, 2015

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review, and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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